

Directions: Please complete shaded areas below.

Department Name: Employee Relations Department
Project Name: Job Evaluation Methodology/System
Project Amount: \$500,000
Contact Information: Mary Lou Rizzo / Jose Nodarse

Section B (Complete Only If Asking for Revenue from GF Capital or IT Administrative Fee)

Improves Customer Service

Describe how the other customer departments will be better served by implementing this initiative.

Compensation Section performance directly impacts the satisfaction of all 32,000 employees, which in turn affects the delivery of service to our 2.31 million residents of Miami-Dade County. A very basic level of our responsibility is to establish the right pay level of position to effectively carry out the responsibilities of delivering services. Compensation establishes the job specifications regarding job responsibilities, duties and tasks, qualification requirements, knowledge, skills and abilities requirements, and the salary.

The ineffectiveness of our current classification process keeps the section focusing solely on pay level and equity. The results are: large backlogs, appeal hearings, increased payroll cost and most significantly the detraction from partnering with other departments to improve their service delivery, and the lack of adequate job specifications.

Impacts Citizens

Describe how this initiative will simplify or enhance doing business with the County. Also state how this will enhance public perception

This project would have no direct citizen impact as it addresses internal operational needs. However, on an indirect level, this project will facilitate the County's ability to compete for the right human capital to deliver services to our citizens.

Improves Business Processes

State how this project will lower costs, speed up key business processes, and/or improve decision making ability. Also indicate if the initiative will improve employee morale, communication, and/or education.

Large backlogs and compensation inequities resulting from the current ineffective process impact employee satisfaction and morale. Our inability to convincingly explain to employees how their salaries were arrived at creates dissatisfaction.

This project will lower cost, speed up response to our employees, reduce backlog and allow the Compensation section to refocus on providing other important services to the departments' management.

Strategic Alignment to the County's Goals

Describe how this IT Investment lines up with the realization of the County's goals and objectives.

This project directly relates to one of the County's organizational strategic themes, "To continuously improve the performance and capabilities of County operations by maximizing technology, fostering innovation, and increasing access to information regarding services".

Departmental Participation

State if this project crosses departmental boundaries. Indicate how many other departments will participate in the initiative. Please specify which departments and funding commitments if any.

The proposed solution would provide ERD with much needed automation, but the results have County-wide implications. There are no additional funding sources.

Risks

Indicate any risks involved to include procurement delays, personnel delays, and environmental delays to include change of technology, vendors, etc.

The risks are low with this initiative. Good project management skills are required to document the scope of the projects and manage the implementation. The biggest concern is ensuring that the proper level of resources is secured to adequately support the project.

Use of an Enterprise Infrastructure

Will this solution utilize an enterprise infrastructure already in place (yes or no)? Please explain.

Unknown at this time.

Section C

Financial Information

ETSD Dependencies (See Budget Manual)	FY05-06	FY06-07
Infrastructure	100,000	
Application Programmer/PM	150,000	
Database		
Telecommunication		
Radio		
Etc.		

Department Specific Costs	FY05-06	FY06-07
Personnel		
Hardware		
Software	150,000	
Maintenance Fees		
Consultant Fees	100,000	
Etc.		